

CITY OF BEAVERTON

Police Officer

General Summary

Serve as police officer and provide emergency aid, security, and protection of life and property to citizens by patrolling business and residential areas. Respond to requests for assistance, and investigate criminal activities.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Patrol assigned geographical area to prevent crime, and enforce laws and regulations. Uphold the department's community based policing philosophy.
2. Observe, report and act on conditions conducive to crime and danger. Check buildings for security. Observe structures, persons and vehicles for suspicious activity. Issue citations and make arrests as appropriate.
3. Report on traffic hazards and direct traffic or pedestrian flow.
4. Take command at crime scenes or accidents. Administer first-aid as necessary. Take statements and interview victims or witnesses. Examine scenes, collect evidence, and record vital information.
5. Perform on-site tests and interrogations of individuals suspected of intoxication. Take suspect to department headquarters for further investigation as appropriate.
6. Conduct investigation assignments of suspected illegal activity or follow-up on criminal investigation. Maintain security of persons or evidence and documents or collect related information.
7. Provide professional and credible testimony in a court of law.
8. Prepare and write a variety of reports and records related to arrests, property, accidents, and investigation results.
9. Serve and enforce civil processes such as restraining, no contact, and anti-harassment orders, subpoenas, and arrest and search warrants.
10. Participate in section operational processes including procedure development and implementation.
11. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.

12. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
13. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
14. Participate in the City Emergency Management program including classes, training sessions and emergency events.
15. Follow standards as outlined in the Employee Handbook.
16. Produce an acceptable quantity and quality of work that is completed within established timelines.
17. Support and respect diversity in the workplace.

Other Functions

1. BICYCLE PATROL OFFICER ASSIGNMENT: Serve within both the standard patrol, and Community Based Policing Programs. Work to build community partnerships with the increased interaction and accessible presence that bicycle patrol allows.
2. COMMUNITY RESOURCE OFFICER ASSIGNMENT: Assist in the development, management, implementation and monitoring of the Community Based Policing model and related sub-programs. Participate in extensive community relations/outreach activities, including curriculum planning and instruction at the Citizens Academy, and a variety of other events and meetings with citizens, businesses, neighborhood groups and community leaders. Attend a variety of evening/weekend meetings or activities.
3. DETECTIVE INVESTIGATION ASSIGNMENT: Perform criminal investigation/case management duties related to complex and high profile crimes. Duties are usually performed in plain clothes and may involve unusual hours. Position requires independent decision making, and is often in inclement weather and under hazardous or stressful conditions.
4. DRUG OFFICER ASSIGNMENT: Serve as a member of a multi-agency narcotics team within the Criminal Investigations Division. Manage major narcotics investigations, including interviewing witnesses and suspects. Prepare cases for prosecution in state and federal court. May be required to work undercover, irregular hours, and be subject to call at all hours of the day or night.
5. FIELD TRAINING OFFICER ASSIGNMENT: Serve within standard patrol, as well as work with recruit officers in providing initial and remedial training. Assist the Training Division with training issues deemed necessary by the department.
6. GANG ENFORCEMENT OFFICER ASSIGNMENT: Serve as a member of a multi-agency gang team within the Criminal Investigation Division, specializing in gang-related crimes and criminal conduct. Work with other agencies to track, monitor and document criminal gang sets, affiliates and associations. Patrol areas where gang activity is high.

7. K-9 HANDLER ASSIGNMENT: Work with police K-9's to assist the patrol division and other law enforcement agencies in tracking/locating property, evidence, and people by using K-9's heightened senses. Duties involve the care, training, maintenance and socialization of K-9's.
8. MOTOR OFFICER ASSIGNMENT: Serve within standard patrol as a member of the Traffic Safety Unit, with responsibility for traffic enforcement, accident investigations, saturation patrols, and bike path patrols. Provide public education on traffic safety related issues. Provide traffic safety and control during parades, runs/walks, festivals, fairs, and other sanctioned events/processions.
9. PUBLIC INFORMATION OFFICER ASSIGNMENT: Serve as spokesperson for the Police Department. Responsible for the release of accurate information in the best interest of the department or community at large. Market the police department and educate the public through the development and coordination of a variety of media. Perform a variety of related special projects.
10. SCHOOL RESOURCE OFFICER ASSIGNMENT: Provide positive preventative visibility and education to break down communication barriers existing between students and police in schools campuses in Beaverton through the utilization of Community Based Policing principals. Mentor students and educate them in areas of drug and alcohol abuse decision-making, self-esteem and positive alternative choices. Participates in school activities as a faculty member. Attend a variety of evening/weekend meetings or activities.
11. TRAFFIC OFFICER ASSIGNMENT: Serve within standard patrol, with a focus on traffic related functions. Work traffic/DUII enforcement, accident investigations and saturation enforcement details. Provide public education on traffic safety related issues. Provide traffic safety and control during parades, runs/walks, festivals, fairs, and other sanctioned events/processions.
12. TRIMET OFFICER ASSIGNMENT: Serve as a member of the multi-agency Tri-Met Police detail. Assist Tri-Met Police with policing issues related to light rail and buses.
13. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Working knowledge of Federal, State, County and City laws, regulations and ordinances.
- ◆ Working knowledge of criminal behavior, underlying criminal and social psychology and physical methods and procedures.
- ◆ Working knowledge of safety standards, procedures and precautions utilized in police activities.
- ◆ Working knowledge of community based policing philosophies.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.

Skills/Abilities Required

- ◆ Strong ability to apply criminal justice and crime prevention techniques.
- ◆ Strong ability to read and interpret laws, ordinances, plans, and orders.
- ◆ Strong ability to perform departmentally authorized use of force techniques to affect the physical arrest of criminal suspects.
- ◆ Strong ability to maintain composure in adverse and dangerous conditions.
- ◆ Advanced ability to operate firearms and equipment safely, skillfully and in conformance with applicable laws and regulations.
- ◆ Strong ability to participate on a team focused on producing high quality results.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to apply excellent internal and external customer service skills.
- ◆ Strong ability to operate a police vehicle.
- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make presentations.
- ◆ Ability to use keyboard, word-processor and spreadsheet programs as required for position.
- ◆ Ability to use general office equipment.

Minimum Qualifications Required for Entry

Requires 90 college credit hours and/or work skills and life experience that are relevant to a law enforcement career.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and/or motorcycle endorsement and the ability to meet the City's driving standards.
- ◆ Must be a United States citizen.
- ◆ Department of Public Safety Standards and Training Basic Certification within 18 months of date of hire.
- ◆ Must pass a medical exam and psychological evaluation.
- ◆ Must be at least 21 years of age.
- ◆ May never have been convicted of a felony or misdemeanor that reflects adversely on the capacity to serve as a police officer.

Working Conditions

Work in a 24 hour environment with varied shifts including weekends and holidays. Daily standing for 30 minutes at a time. Daily focusing on a computer screen. Precise control of fingers and hand movements. Daily sitting in a police vehicle for prolonged periods. Daily dealing with distraught or difficult individuals. Daily wearing protective gear or clothing. Frequent working outdoors in inclement weather. Daily operating of a motor vehicle on public roads. Weekly lifting, moving or carrying of objects over 50 pounds. Frequent running, jumping, crouching, crawling, bending, kneeling, climbing or balancing. Occasional handling of hazardous chemicals or materials. Frequent exposure to disease, injury, and high noise levels.

Classification History

As of 10/97: Patrol Officer

Revised: 1/98

New class specification title 1/98: Police Officer

Revised: 1/00 to reflect BPA

Revised: 2/05

Revised: 7/05

Revised: 9/05

Revised: 1/1/09

Status: Beaverton Police Association

FLSA: Non-exempt

Department Head Signature

Human Resources Signature

Date

Date